



St Andrew's CE Infant School

Job Title: General kitchen assistant

Grade: 2

Job Description

Job Purpose

To undertake, as part of a team and under the direction of the kitchen manager/cook, general kitchen duties including simple cooking to ensure the provision of meals.

Main Duties and Responsibilities

- Assisting with all aspects of preparation and cooking of food, as required.
- Advising appropriate staff of ordering requirements and maintaining good stock rotation practices.
- Any general kitchen duties/dining room duties as may be required including assisting in other duties.
- Serving and dishing up food, including the presentation and garnishing of food and transportation of food to the dining area/tables.
- Washing up crockery and utensils, cleaning of tables and chairs, cleaning the general kitchen and dining room areas, as necessary, including floors, worktops and equipment (e.g. cookers, dish washer, storage areas)
- Reporting repairs/defects to your line manager/head teacher
- Awareness of hygiene regulations and health and safety matters
- Attend training courses
- Transporting food stocks and materials from one area to another (e.g. from stores and delivery vehicles)
- Any other duties and responsibilities within the range of the salary grade

All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.

All duties and responsibilities must be carried out with due regard to the City Council' Health and safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include the processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (General Data Protection regulation 2016).

The post holder must comply with the school Health and Safety Policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare

'Do everything in love.' (1 Corinthians 16:14)

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- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and the school policies for safeguarding children and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager immediately of any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the school Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the school Data Protection policy.

Responsible to: Headteacher

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Person Specification

Area	Essential	Measured By:
Knowledge	<ul style="list-style-type: none"> • Knowledge of customer care requirements • Knowledge of practical catering procedures • Knowledge of practical cleaning procedures 	Written application & interview
Skills and abilities	<ul style="list-style-type: none"> • Able to communicate effectively with colleagues and pupils • Able to undertake simple catering, cleaning and food preparation duties • Able to stand for periods of time during the duration of the shift and to lift heavy items such as chairs, tables and large cooking pots etc. on a daily basis • Able to work in a hot and busy environment • Able to meet daily deadlines • Able to work as part of a team to ensure that tasks are completed • Basic literacy and written skills to be able to undertake training, when required, to understand the importance of health and safety; food safety, manual handling and customer service 	Written application, Interview, references
Experience	<ul style="list-style-type: none"> • Experience of working within a catering/food service environment • Experience of working as part of a team 	Written application & references
Special Requirements	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment 	